

Confirmation of Delayed Payment Processing

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We are writing to confirm the delay in processing your payment originally scheduled for [Insert Original Payment Date]. Due to [briefly explain reason for delay, e.g., internal review, cash flow issues], the payment has been postponed.

We are working diligently to resolve this matter and anticipate that your payment will be processed by [Insert New Payment Date]. We appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Insert Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]